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HOSPITAL EQUIPMENT NOTE

WARD UNITS

4

Department of Health and Social Security: London

Welsh Office: Cardiff

Scottish Home and Health Department: Edinburgh

Hospital Equipment Note Number 4 (Revised)

Ward Units

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1. Scope

This Equipment Note gives guidance on the equipment required for all ward units in a district general hospital. Some variations may be required according to the speciality but it is intended to be read in conjunction with Hospital Building Note No. 4 (Revised) on the design of a 30-bed nursing unit. It does not cover Maternity, Children's or Psychiatric Wards, Intensive Therapy Units, Isolation Wards, Barrier Nursing Units, Geriatric Wards or Deep-plan ward units.

2. General Consideration on the Use of Equipment Notes

Equipment Note No. 1 (Equipping a hospital building) provides an introduction to the series of departmental Equipment Notes, advice on their application, and guidance on the task of preparing equipment schedules for individual building projects. This departmental Equipment Note is intended to be used within the general planning frame-work set out in Equipment Note No. 1 and in the manner described therein.

The following method of classifying equipment, which is explained in more detail in Hospital Equipment Note No. 1, is used throughout the Equipment Notes:—

The term "equipment" covers all items necessary for the functioning of the hospital and includes both non-technical (e.g. furniture) and technical equipment. Short term consumable supplies such as fuel, stationery, food, drugs and dressings are not included.

To facilitate computer processing the equipment listed in this note is classified into four groups:—

Group 1: Items usually supplied and fixed by the contractor for the works.

Group 2: Items having a permanent or semi-permanent location and having a significant effect on space and/or structural requirements, i.e. those supplied by the hospital authorities and fixed by the contractor for works (previously Group IIa).

Group 3: Items having a permanent or semi-permanent location and having a significant effect on space and/or structural requirements i.e. those supplied by the hospital authority and put in position by them or on their instructions outside the general construction contract (previously Group IIb).

Group 4: Smaller items, usually storage items, supplied and put in position by the hospital authority (previously Group III).

3. Special Considerations in Respect of this Note

The equipment detailed in this Note is regarded as suitable for the Ward Unit described in Building Note No. 4 (Revised) and has been listed in room (or space) sequence conforming to that Building Note. The lists are drawn up in such a way that they can be applied to units of varying sizes and of varying designs within the context of the Building Note. To achieve this flexibility, the method of applying the lists will vary, thus:—

3.1 for ward accommodation, since the combination of single and multiple bed wards will vary at local choice, the equipment has been shown on a unit basis, i.e. per bed space or per bay or ward as appropriate, so enabling any arrangement to be catered for;

3.2 for recurring rooms such as single bed wards, toilets and the like, the list shows the equipment for one room and this will require to be multiplied by the number of such rooms included in the schedule of accommodation;

3.3 in the case of the catering services, the day room, the visitors' waiting area and the list of departmental items, equipment is related to the requirements of a specific number of beds and suitable adjustments will need to be made for smaller or greater numbers;

3.4 some minor variations may also be required as between male and female medical and surgical wards.

3.5 Some fixed items of equipment (Group 1) have already been mentioned (and costed) in the Building Note, but it has been thought useful to include them again in the Equipment Note which represents the results of a comprehensive review of the requirements. Reference should, however, be made to the Building Note—Part VI. Engineering Services—for further information on the mechanical services and electrical installation. Structural elements, floor finishes, non specialised heating and lighting fittings and similar items which are basic to any building are not included in the Equipment Note; neither are window blinds and window curtain tracks since the requirements may vary with local circumstances.

3.6 It is for individual hospital authorities to make rules about smoking in the hospital under their control and management (see Departmental Memo HM(63) 43) but where it is decided to provide ashtrays these should be of the pedestal type and restricted to areas used by the general public.

3.7 Throughout the schedule, for the sake of uniformity, references to paper towel dispensers are associated with sack holders. Suitable adjustments will need to be made where linen towels are to be used.

4. Cost

4.1 Guidance on the cost of equipping ward units to the standard shown in this schedule is given against the list of equipment for each room. Departmental cost summaries for a range of sizes are shown in Appendix 7.1 to this Note. In using these cost figures, the considerations referred to in Section IV of Equipment Note No. 1 should be borne in mind.

4.2 The cost figures in this schedule and in the Appendix are related only to Groups 2, 3 and 4 equipment. As a matter of convenience, Group 1 items of a specialised nature are listed in the room schedules but these have been taken into account in the cost allowance for construction (including engineering) in the appropriate Cost Section of Appendix 7 of Hospital Building Procedure Note No. 6 (Capricode).

4.3 A cost allowance has been made in this note for both single and multiple bed-areas to be totally equipped with Kings Fund beds. Adjustment of this cost allowance would be expected, however, in relation to wards where this type of bed is not entirely appropriate.

4.4 Cost allowances throughout the summary (Appendix 7.1) include figures for catering based on the room cost of £212 pantry for each 30 beds. Other catering systems may be provided for by substituting the various costing for catering alternatives shown in the body of this Hospital Equipment Note.

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5. Schedules of Equipment

Basic Accommodation

5.1 Wards.

5.1.1 *Single Bedrooms.*

		Quantity	*Notes*
Basic List			
Group 1:	Basin, large, medical with elbow or wrist action taps and adjacent shelf at working level	1	
	Bedhead light	1	
	Cupboard, storage, small	1	For patient's toilet articles, bowl, etc. (This can be movable or incorporated in another fitment if necessary).
	Dispenser, soap	1	
	GPO telephone socket outlet for use with portable call-box unit	1	One socket outlet in each single bedroom.
	Holder, nailbrush	1	
	Hook, clothes	1	
	Mirror	1	
	Night lighting	As required	
	Patient call/radio bedhead unit with re-set switch and handsets	1	See Building Note No. 4 (Revised) for details.
	Piped medical suction outlet	1	
	Piped oxygen outlet	1	
	Shelf for flower vases	1	
	Shield or curtain fitting for door panel ...	1	For patient's privacy.
	Socket outlet, single, 13 amp	2	An additional outlet may be required in one or two single bedrooms in each ward.
	Towel rail	1	
	Wardrobe, built-in	1	
Group 2:	Bracket, wall mounted	1	For suction unit.
	Dispenser, paper towel	1	For staff use.
	Holder, sack, wall mounted	1	Or disposal bin.
	Wall fitting for thermometer	1	
Group 3:	Bed	1	Should be mobile with suitable castors and incorporate a standard range of features.
	Chair, semi-easy, arm	1	
	Chair, upright, stacking	2	These are intended mainly for use of visitors.
	Locker, bedside	1	
	Mattress, bed	1	
	Table, overbed	1	Adjustable height.
Group 4:	Bin, waste paper	1	
	Hanger, coat	2	
	Holder, chart	1	
	Name plate, bed	1	For consultant and/or patient's identification.
	Pillow	3	Additional provision in Dept. List.
	Thermometer, clinical and holder ...	1	
			Note: Footstools, linen, etc. are included in the Dept. List.
	Cost Guide (excluding Group 1)	£147	
Additional List			
Group 1:	Heater, electric	1	Low temperature type.
	Light, examination, wall or ceiling mounted	1	
	Cost Guide (Additional list, excluding Group 1)	£—	
W.C.s adjoining Single Bedrooms: (Where provided on the basis indicated in Building Note No. 4 (Revised)).			
Basic List			
Group 1:	Bell push, patient/nurse call system ...	1	
	Grab-rail	2	
	Hook	1	If required for sanitary bags.
	Hook, clothes	1	
	Shelf, small	1	
	Toilet paper fitting	1	
	WC suite	1	Bedpan flush optional.
Group 2:	Holder, sack, wall mounted, large ...	1	Or disposal bin.
Group 3:	Bin, sanitary	1	

5.1 Wards (continued).

5.1.1 *Single Bedrooms* (continued).

		Quantity	*Notes*
Basic List			
Group 4:	Brush, lavatory and holder	1	
	Cost Guide (excluding Group 1)	£7	
	Air Lock (where provided on the basis indicated in Building Note No. 4 (Revised)).		
Basic List			
Group 1:	Basin, lavatory, with elbow or wrist action taps and adjacent shelf at working level ...	1	
	Dispenser, soap	1	
	Hook, clothes	2	
	Shelf for masks and gowns	1	
Group 2:	Dispenser, paper towel	1	
	Holder, sack, wall mounted	2	Or disposal bins.
Group 3:	Stool	1	
	Trolley, linen, soiled	1	
Group 4:	Stapler, paper sack	1	
	Cost Guide (excluding Group 1)	£17	

5.1.2 *Multiple Bed-Area.*

The first column indicates the basic requirements for the ward or bay; the second column shows the requirements for each bed-space, which should be multiplied by the number of beds in the ward or bay.

		Quantity		*Notes*
		Per bay	*Per bed*	
Basic List				
Group 1:	Basin, medical, large with elbow or wrist action taps and adjacent shelf at working level	1	–	
	Bedhead light	–	1	
	Curtain rails for cubicles	–	As reqd.	
	Dispenser, soap	1	–	
	GPO telephone socket outlet for use with portable call box unit			One socket outlet for 8 to 12 patients, with a minimum of one socket outlet per ward.
	Mirror	1	–	
	Night lighting	As reqd.	–	
	Patient call/radio bedhead unit with re-set switch and handsets	–	1	
	Piped oxygen and suction outlets ...	As reqd.	–	
	Socket outlet, single 13 amp	–	As reqd.	Normally 2 outlets should be shared between 2 beds but 2 outlets per bed may be required in one multi-bed area per ward.
	Socket, outlet TV	1	–	If required.
	Wardrobe, built-in	–	1	
Group 2:	Bracket, wall mounted	As reqd.	–	For suction units.
	Dispenser, paper towel	1	–	For staff use.
	Holder, sack, wall mounted	1	–	Or disposal bin.
	Wall fitting for thermometer	–	1	
Group 3:	Bed	–	1	Should be mobile, with suitable castors and incorporate a standard range of features.
	Chair, semi-easy, arm	1	–	
	Chair, upright, stacking	–	2	
	Locker, bedside	–	1	
	Mattress, bed	–	1	
	Table, small	1	–	
	Table, overbed	–	1	Adjustable height.

5.1 Wards (*continued*).

5.1.2 *Multiple Bed-Area* (continued).

		Quantity		*Notes*
Basic List				
Group 4:	Bin, waste paper	1	–	
	Curtaining for bed cubicles	–	As reqd.	
	Hanger, coat	–	2	
	Holder, chart	–	1	
	Name plate, bed	–	1	For consultant and/or patient's identification.
	Pillow	–	3	Additional provision in Dept. List.
	Thermometer, clinical and holder ...	–	1	
	Cost Guide (excluding Group 1) ...	£21	£142	

5.2 Day Spaces.

The equipment listed below is intended to meet the requirements generally for a 30-bed ward. Depending on the planning, some variations may, however, be necessary.

		Quantity	*Notes*
Basic List			
Group 1:	Aerial connections for TV and radio ...	As required	
	Bell push, patient/nurse call system ...	1	
	Clock, electric	1	
	Cupboard, storage or shelves	As required	Alternatively a bookcase should be included in Group 3.
	GPO telephone socket outlet	1	
	Socket outlet, twin, 13 amp	1	
Group 3:	Chair, upright stacking	16	
	Chair, semi-easy	10	
	Table, dining, stacking	4	Each to seat 4.
	Table, occasional	3	
Group 4:	Bin, waste paper	2	
	Cushion	8	
	General decorative features	As required	
	Cost Guide (excluding Group 1)	£239	
Additional List			
Group 1:	Heater, electric (radiant type)	1	
Group 3:	Bookcase	1	If fixed bookcase is not provided.
	Carpet	1	
	Cost Guide (additional list excluding Group 1)	£32	

5.3 Patients' Sanitary Facilities.

Equipment is shown on a unit basis except where indicated otherwise. Provision should be in accordance with one of the alternatives in Building Note No. 4 (Revised).

5.3.1 *Large Bathroom.*

		Quantity	*Notes*
Basic List			
Group 1:	Basin, lavatory, with elbow or wrist action taps	1	
	Bath, free standing, with pillar taps ...	1	
	Bell push, patient/nurse call system ...	1	
	Dispenser, soap	1	
	Hand-rail (wall fixed)	1	Or grips for free standing bath.
	Hook, clothes	2	
	Mirror...	1	
	Shelf	1	
	Towel-rail, heated	1	
Group 2:	Dispenser, paper towel	1	
	Height measure, wall mounted	1	
	Holder, sack, wall mounted	1	Or disposal bin.

5.3 Patients' Sanitary Facilities (*continued*).

5.3.1 *Large Bathroom* (continued).

		Quantity	*Notes*
Basic List (cont.)			
Group 3:	Chair, upright, stacking	1	
	Hoist, patient's	1	
	Scales, weighing, domestic type	1	
	Steps, bath	1	
	Stool	1	
Group 4:	Bath cleaning equipment	As required	
	Rack, bath	1	
	Spray attachment, portable	1	One may serve the whole ward (for washing hair).
	Thermometer, bath and holder	1	
	Cost Guide (excluding Group 1)	£99	
Additional List			
Group 1:	Socket outlet, shaving	1	
Group 4:	Mat, bath, rubber, non-slip	1	If required in bath.
	Seat, bath	1	
	Cost Guide (additional list excluding Group 1)	£5	

5.3.2 *Small Bathroom.*

		Quantity	*Notes*
Basic List			
Group 1:	Basin, lavatory with elbow or wrist action taps	1	
	Bath, free standing and pillar taps	1	
	Bell push, patient/nurse call system	1	
	Hand-rail, wall fixed	1	Or grips for free standing bath.
	Hook, clothes	2	
	Mirror	1	
	Shelf	1	
	Soap holder, recessed	1	
	Towel rail, heated	1	
Group 3:	Chair, upright, stacking	1	
Group 4:	Bath cleaning equipment	As required	
	Rack, bath	1	
	Thermometer, bath and holder	1	
	Cost Guide (excluding Group 1)	£6	
Additional List			
Group 1:	Socket outlet, shaving	1	
Group 4:	Mat, bath, rubber, non-slip	1	If required in bath.
	Seat, bath	1	
	Cost Guide (additional list excluding Group 1)	£5	

5.3.3 *Showers.*

		Quantity	*Notes*
Basic List			
Group 1:	Curtain fitment	1	
	Hook, clothes	2	
	Rack, soap or holder	1	
	Shelf	1	
	Shower	1	
	Tip-up seat	2	

5.3 Patients' Sanitary Facilities (*continued*).

5.3.3 *Showers* (continued)

		Quantity	*Notes*
Group 4:	Curtain for shower	1	
	Cost Guide (excluding Group 1)	£5	

5.3.4 *Washing Cubicles.*

		Quantity	*Notes*
Basic List			
Group 1:	Basin, lavatory	1	
	Bell push, patient/nurse call system ...	1	
	Hook, clothes	2	
	Mirror	1	
	Shelf	1	
	Socket outlet, shaving	1	
	Towel rail	2	
Group 3:	Chair, upright, stacking	1	
Group 4:	Bin, waste paper	1	
	Cost Guide (excluding Group 1) ...	£4	
Additional List (required where lavatory basins are grouped).			
Group 1:	Cubicle, curtain rail	1	
Group 4:	Curtaining for cubicles	1 set	
	Cost Guide (additional list excluding Group 1)	£11	

5.3.5. *WC's (with Lavatory basin).*

		Quantity	*Notes*
Basic List			
Group 1:	Basin, lavatory, small	1	
	Bell push, patient/nurse call system ...	1	
	Dispenser, soap	1	
	Grab rail	2	
	Hook	1	If required for sanitary bags.
	Hook, clothes	1	
	Mirror	1	
	Shelf, small	1	
	Toilet paper fitting	1	
	WC suite	1	
Group 2:	Dispenser, paper towel	1	
	Holder, sack, wall mounted	1	Or disposal bin.
Group 3:	Bin, sanitary	1	
Group 4:	Brush, lavatory and holder	1	
	Cost Guide (excluding Group 1)	£6	
Additional List			
Group 1.	Bidet	1	
	Cost Guide (additional list excluding Group 1)	£–	

Basic Accommodation

5.3 Patients' Sanitary Facilities (*continued*)

WCs only.

		Quantity	*Notes*
Basic List			
Group 1:	Bell push, patient/nurse call system ...	1	
	Grab rail	2	
	Hook, clothes	1	
	Shelf, small	1	
	Toilet paper fitting	1	
	WC suite	1	
Group 3:	Bin, sanitary	1	
Group 4:	Brush, lavatory and holder	1	
	Cost Guide (excluding Group 1)	£3	

Basic Accommodation

5.4 Staff Base.

		Quantity	*Notes*
Basic List			
Group 1:	Board, notice	1	
	Clock, electric	1	
	Cupboard, storage, lockable	2	For books and general storage.
	Desk top with raised front and shelf ...	1	Incorporating desk light and stationery rack.
	Patient/nurse call indicator	1	
	Socket outlet, twin, 13 amp	2	
	Telephone, internal/external	1	With suitable bell and light for day and night use.
Group 3:	Chair, upright, stacking	3	
	Illuminator X-ray, twin, mobile	1	
	Trolley, patients' records	1	
Group 4:	Bin, waste paper	2	
	Holder, patients' index	1	
	Lamp, battery, large	1	For emergency use.
	Sundry office requisites	As required	
	Torch, electric	2	
	Cost Guide (excluding Group 1)	£101	
Additional List			
(required if medicines are stored in this area)			
Group 1:	Dispenser, soap	1	
	Sink, medicine with elbow or wrist action taps	1	
Group 2:	Dispenser, paper towel	1	
	Holder, sack, wall mounted	1	Or disposal bin.
	Cost Guide (additional list excluding Group 1)	£3	

Basic Accommodation

5.5 Clean Supplies.

5.5.1 *Clean Utility Room.*

		Quantity	*Notes*
Basic List			
Group 1:	Basin, medical, large with elbow or wrist action taps	1	
	Cupboard, DDA with warning light ...	1	Alternatively may be situated at Staff Base.
	Cupboard, storage, lockable with shelves	3	
	Dispenser, soap, germicidal	1	
	Drawer unit with adjustable division ...	1	
	Locking device for medicine trolley ...	1	Alternatively may be situated at Staff Base.
	Shelves, storage, adjustable, plastic laminate	As required	
	Socket outlet, twin	1	
	Worktop, plastic laminate	1	Space below for trolley or other storage.

Basic Accommodation

5.5 Clean Supplies (*continued*)

5.5.1 *Clean Utility Room* (continued).

		Quantity	*Notes*
Basic List			
Group 2:	Dispenser, paper towel	1	
	Dispenser, syringe	1	
	Holder, sack, wall mounted, large ...	2	
	Holder, sack, wall mounted, small ...	1	
Group 3:	Hotplate, electric portable	1	
	Refrigerator, drugs	1	Alternatively may be situated at Staff Base.
	Trolley, dressing, 18in x 18in (Stainless Steel)	2	
	Trolley, dressing, 30in x 18in (Stainless Steel)	1	
	Trolley, medicine	1	Alternatively may be situated at Staff Base.
Group 4:	Pan for heating lotions, etc.	1	
	Tray, instrument	6	
	Cost Guide (excluding Group 1)	£191	
Additional List			
Group 1:	Cupboard, small, heated, lotion	1	For Genito-Urinary and Gynaecology only.
Group 2:	Dispenser, CSSD packs	1	
	Cost Guide (additional list excluding Group 1)	£8	

5.5.2 *Linen Storage.*

The quantities of linen, blankets, etc., required for a 30-bed ward are shown separately, in the list of departmental items

		Quantity	*Notes*
Basic List			
Group 1:	Shelving	As required	
Group 3:	Trolley, clean linen	2	
	Cost Guide (excluding Group 1)	£85	

5.5.3 *General Storage*

		Quantity	*Notes*
Basic List			
Group 1:	Hooks	As required	
	Racking	As required	
Group 3:	Ladder, step	1	
	Cost Guide (excluding Group 1)	£8	

Basic Accommodation

5.6 Treatment Room.

		Quantity	*Notes*
Basic List			
Group 1:	Basin, medical, large with elbow or wrist action taps	1	
	Bell push, patient/nurse call system ...	1	
	Clock, electric	1	With sweep second hand
	Dispenser, soap, germicidal...	1	
	Hook, clothes	2	
	Lamp, adjustable, wall/ceiling mounted ...	1	
	Piped medical suction outlet	1	
	Piped oxygen outlet	1	
	Socket outlet, twin, 13 amp	2	In addition to provision for fixed electrical apparatus.

Basic Accommodation

5.6 Treatment Room (*continued*)

		Quantity	*Notes*
Basic List			
Group 2:	Bracket, wall mounted	1	For suction unit.
	Dispenser, paper towel	1	
	Holder, sack, wall mounted	1	Or disposal bin.
	Thermometer, room, wall mounted ...	1	
Group 3:	Chair, upright, stacking	1	
	Couch, examination	1	With paper cover dispenser.
	Holder, sack, free standing	1	Or disposal bin.
	Stool, adjustable, surgeons	1	
	Stool, stepping	1	
	Trolley, dressing 18in x 18in (Stainless Steel)	1	
	Trolley, dressing 30in x 18in (Stainless Steel)	1	
	Cost Guide (excluding Group 1)	£107	
Additional List			
Group 2:	Dispenser, CSSD packs	1	
	Cost Guide (Additional list)	£8	

Basic Accommodation

5.7 Dirty Utility/Sluice/Test Room.

		Quantity	*Notes*
Basic List			
Group 1:	Basin, lavatory with elbow or wrist action taps	1	
	Bedpan washer and disinfector, automatic and cupboard, bedpan, heated for 10/6 pans	1	
	or		
	Bedpan disposer machine and bedpan rack unheated for 10/6 pans	1	
	Board, notice, small	1	
	Cupboard, storage, ventilated to outside ...	2	For pathology specimens.
	Dispenser, detergent	1	
	Dispenser, soap	1	
	Hook, for bedpan covers	2	
	Hook, clothes	2	For plastic aprons/gowns.
	Hook, for report board	1	
	Shelves, storage, adjustable plastic laminate	As required	
	Sink, approx. 10in x 24in x 18in elbow-action taps, cantilevered drainer 30in x 18 in	1	
	Sink, approx. 10in x 24in x 18in elbow action taps, cantilevered drainer 24in x 18in ...	1	Substitute medical basin if patient bowl cleansing not required.
	Sink, laboratory, approx. 9in x 14in x 14in set in worktop; laboratory taps, swan neck wrist action	1	
	Slop hopper, elbow or wrist action taps, cantilevered drainer	1	
	Socket outlet, single, 13 amp	1	
	Worktop, plastic laminate	2	With drawers below.
Group 2:	Dispenser, paper towel	2	
	Holder, sack, wall mounted, small ...	1	
	Holder, sack, wall mounted, large ...	3	
Group 3:	Cabinet, urine test, complete	1	Lockable.
	Trolley, soiled linen	2	
Group 4:	Albuminometer	1	
	Bedpan, or bedpan holder if disposable bedpans are used	12	
	Bottle, urine	20	Disposable items may be preferred.
	Bowls, vomit	6	Disposable items may be preferred.
	Bucket or container	1	For broken glass, needles, etc.
	Measure, urine, graduated, plastic ...	2	
	Stapler, sack	1	
	Cost Guide (excluding Group 1)	£74	

Basic Accommodation

5.7 Dirty Utility/Sluice/Test Room (*continued*).

		Quantity	*Notes*
Additional List			
Group 3:	Basket, bedpan	1	For use with trolley, bedpan/urinal.
	Basket, urinal	1	For use with trolley, bedpan/urinal.
	Trolley, bedpan/urinal	1	To incorporate appropriate rack.
Group 4:	Jug, plastic, 8 pint	1	
	Cost Guide (additional list) ...	£33	

Basic Accommodation

5.8

5.8.1 *Cleaner's Room.*

		Quantity	*Notes*
Basic List			
Group 1:	Board, draining	1	To discharge over sink.
	Cupboard, storage, lockable	1	
	Dispenser, soap	1	
	Rail, drying, swivel pattern	1	
	Rail, hanging	1	
	Shelves, storage	2	
	Sink, high	1	Both with cold water tap; one swivel hot tap centrally placed between 2 sinks with proportioner for detergent/disinfectant.
	Sink, low	1	
Group 2:	Dispenser, paper towel	1	
	Holder, sack, wall mounted	1	
Group 3:	Trolley, cleaner's	1	
Group 4:	Bowl, plastic	2	
	Brush, hard, small	1	
	Bucket	2	
	Cleaner, vacuum and accessories	1	
	Dustpan and brush	1	
	Scrubber/polisher	1	
	Utensils, cleaning, miscellaneous	As required	
	Cost Guide (excluding Group 1)	£196	

Basic Accommodation

5.9 Flower Bay or Area.

		Quantity	*Notes*
Basic List			
Group 1:	Cupboard, storage or shelves	1	For vases.
	Sink, small	1	
	Worktop	1	
Group 2:	Dispenser, paper towel	1	
	Holder, sack, wall mounted	1	Or disposal bin.
Group 3:	Trolley	1	For flower transportation.
Group 4:	Bucket, plastic	2	For immersion.
	Holder, pot plant, individual	15	
	Secateurs (or scissors) ... ... prs.	1	
	Vases, flower	35	
	Cost Guide (excluding Group 1)	£25	

5.10 Catering.

5.10.1 *Ward Pantry.*

The following are the main requirements for a pantry from which a conventional service is provided by the ward staff for a 30-bed ward.

		Quantity	*Notes*
Basic List			
Group 1:	Basin, lavatory	1	
	Board, notice	1	
	Boiling ring, double or hotplate, double	1	
	Cupboard units (one lockable)	2	
	Dispenser, soap	1	
	Hot closet	1	
	Instantaneous water boiler with drip tray	1	
	Sink unit, stainless steel, double with 2 drainers	1	
	Socket outlets (including indicating lights)	As required	
	Tap, drinking water	1	
	Worktop, or table, minimum 6ft length	1	With impervious surface.
Group 2:	Dispenser, paper towel	1	
	Dispenser, paper tea towel	1	
	Holder, sack, wall mounted	2	Or disposal bin.
Group 3:	Bin, pedal operated with disposable liner	1	(For scrap foods) or sack holder.
	Rack, tray, mobile	1	To take 30 trays 18in x 13½in.
	Refrigerator, 5 to 8 cu. ft.	1	Or refrigerated container for milk packs plus 3.5 cu ft refrigerator.
	Toaster (6-slice)	1	
	Trolley, general purpose	1	
Group 4:	Basin, 1 pint	1	
	Basin, 2 pint	1	
	Basin or pourers, sugar	3	
	Board, bread, rectangular	1	
	Bottle, vinegar	3	
	Bowl, plastic	2	
	Brush, bottle and spout	1	
	Brush, nail	1	
	Condiment set (salt and pepper)	30	
	Container, coffee	1	
	Container, sugar	1	
	Container, tea	1	
	Corkscrew	1	
	Cover, plate, aluminium 8½in	6	
	Cover plate, aluminium 6½ in	6	
	Cup, egg	30	
	Cup, feeding	6	
	Cup, tea	36	
	Dish, soup, sweet/cereal	36	
	Dustpan and brush	1	
	Fork, dessert, S/S.	36	
	Fork, dinner, S/S.	36	
	Glass, fruit juice, 3 oz	18	
	Jug, graduated, 1 pint	1	
	Jug, 2 pint	1	
	Jug, 3 pint	1	
	Jug, milk, individual	3	
	Knife, bread	1	
	Knife, dinner	36	
	Knife, dessert	36	
	Ladle, ⅛ pint S/S.	1	
	Ladle, ¼ pint S/S.	2	
	Opener, bottle	1	
	Plate, dinner, 9 in	36	
	Plate, savoury/sweet 7 in	1	
	Plate, side/tea 6 in	36	
	Poacher, egg, 6 egg size	1	
	Saucer	36	
	Saucepan, aluminium, 1 pint	1	
	Saucepan, double, aluminium 8-10 pints	1	
	Saucepan, with wire basket (eggs)	1	
	Scoop, icecream or potato server, size 20	1	
	Scoop, icecream or potato server, size 24	1	
	Slice, fish, 11 to 12 in overall	2	
	Slice, pie	1	
	Spoon, dessert/soup	72	
	Spoon, egg, S/S.	36	
	Spoon, tea, S/S or disposable plastic	36	
	Spoon, serving 8 to 10 in handle, S/S.	4	
	Spoon, serving, perforated	1	
	Squeezer, lemon	1	

5.10 Catering (*continued*).

5.10.1 *Ward Pantry* (continued).

		Quantity	*Notes*
Basic List			
Group 4: (cont.)	Teapot, individual S/S.	3	
	Teapot, 6 pint S/S. with strainer	1	
	Teapot, 2 pint S/S.	1	
	Tin, biscuit	1	
	Tongs, food service	2	
	Tray, patients, 18 in x 13½ in	36	
	Cost Guide (excluding Group 1)	£212	
Additional List			
Group 4:	Box, cutlery	1	If not included in cupboard unit.
	Opener, tin	1	
	Liquidiser	1	
	Scales, diabetic	1	
	Cost Guide (additional list) ...	£22	

5.10.2 *Ward Pantry*

The following are the main requirements for a pantry from which a conventional service is provided by a catering staff for two 30-bed ward units.

		Quantity	*Notes*
Basic List			
Group 1:	Basin, lavatory	1	
	Board, notice	1	
	Boiling ring, double or hotplate, double ...	1	
	Cupboards units, one lockable	3	
	Dispenser, soap	1	
	Hot closet	1	
	Instantaneous water boiler with drip tray	1	
	Sink unit, stainless steel, double with 2 drainers	1	Or single sink with one drainer and dishwasher.
	Socket outlet (including indicating lights)	As required	
	Tap, drinking water	1	
	Worktop or table, minimum 6 ft length ...	1	With impervious surface.
Group 2:	Dispenser, paper towel	1	
	Dispenser, paper tea towel	1	
	Holder, sack, wall mounted	2	Or disposal bin.
Group 3:	Bin, pedal operated, with disposable liner	1	(For scrap food); or sack holder.
	Rack, tray, mobile	2	Each to take 30 trays 18 in x 13½ in
	Refrigerator, 10-15 cu ft	1	Or refrigerated containers for milk packs, 5 gallons, plus 5 cu ft refrigerator.
	Toaster (6 slices)	1	
	Trolley, general purpose	2	
Group 4:	Basin, 1 pint	1	
	Basin, 2 pint	1	
	Basin or pourers, sugar	6	
	Board, bread, rectangular	1	
	Bottle, vinegar	6	
	Bowl, plastic	2	
	Brush, bottle and spout	1	
	Brush, nail	1	
	Condiment set (salt and pepper)	60	
	Container, coffee	1	
	Container, sugar	1	
	Container, tea	1	
	Corkscrew	1	
	Cover, plate, aluminium, 8½ in	12	
	Cover, plate, aluminium, 6½ in	12	
	Cup, egg	60	
	Cup, feeding	12	
	Cup, tea	72	
	Dish, soup, sweet/cereal	72	
	Dustpan and brush	1	
	Fork, dessert, S/S.	72	
	Fork, dinner, S/S	72	
	Glass, fruit juice 3 oz.	36	

5.10 Catering (*continued*).

5.10.2 *Ward Pantry* (continued)

		Quantity	*Notes*
Basic List			
Group 1: (cont.)	Jug, graduated. 1 pint	1	
	Jug, 2 pint	1	
	Jug, 3 pint	2	
	Jug, milk, individual	4	
	Knife, bread	1	
	Knife, dinner	72	
	Knife, dessert	72	
	Ladle, $\frac{1}{8}$ pint S/S.	1	
	Ladle, $\frac{1}{4}$ pint S/S.	2	
	Mixer, hand operated	1	
	Opener, bottle	1	
	Opener, tin	1	
	Plate, savour/sweet, 7 in	72	
	Plate, dinner, 9 in	72	
	Plate, side/tea, 6 in	72	
	Poacher, egg, 6 egg size	1	
	Saucer	72	
	Saucepan, aluminium, 1 pint	1	
	Saucepan, double, aluminium, 8-10 pints	2	
	Saucepan, with wire basket (eggs)	1	
	Scoop, icecream or potato service, size 20	1	
	Scoop, icecream or potato service, size 24	1	
	Slice, fish, 11 to 12 in. overall	2	
	Slice, pie	1	
	Spoon, dessert/soup	144	
	Spoon, egg, S/S.	72	
	Spoon, tea, S/S. or disposable plastic	72	
	Spoon, serving, 8 to 10 in handle S/S.	4	
	Spoon, serving, perforated	1	
	Squeezer, lemon	1	
	Teapot, individual S/S.	4	
	Teapot, 6 pint S/S with strainer	2	
	Teapot, 2 pint S/S.	1	
	Tin, biscuit	1	
	Tongs, food service	2	
	Tray, patient's 18 in x 13½ in	66	
	Cost Guide (excluding Group 1)	£336	
Additional List			
Group 4:	Box, cutlery	1	If not included in cupboard unit
	Liquidiser	1	
	Scales, diabetic	1	
	Cost Guide (additional list)	£22	

5.10.3 *Centralised Tray Service*

The following are the main requirements for a small pantry serving each 30-bed ward unit where there is a centralised service of meals from a main kitchen direct to the bed area.

		Quantity	*Notes*
Basic List			
Group 1:	Basin, lavatory	1	
	Board, notice	1	
	Boiling table (2 rings)	1	
	Cupboard units	1	
	Dispenser, soap	1	
	Instantaneous water boiler with drip tray	1	
	Sink unit, stainless steel double with 2 drainers	1	
	Socket outlets (including indicating lights)	As required	
	Tap, drinking water	1	
	Worktop/table 3 ft.	1	With impervious surface.
Group 2:	Dispenser, paper towel	1	
	Dispenser, paper tea towel	1	
	Holder, sack, wall mounted	1	

5.10 Catering (*continued*)

5.10.3 *Centralised Tray Service* (continued).

		Quantity	*Notes*
Basic List			
Group 3:	Bin, pedal operated	1	
	Refrigerator, 5-8 cu ft.	1	Or refrigerated container for milk packs plus 3-5 cu ft. refrigerator.
	Toaster (6 slice)	1	
	Trolley, general purpose	1	
Group 4:	Basin or pourers, sugar	3	
	Bottle, vinegar	1	
	Brush, bottle and spout	1	
	Brush, nail	1	
	Container, coffee	1	
	Container, sugar	1	
	Container, tea	1	
	Corkscrew	1	
	Cup, feeding	6	
	Cup, tea	36	Plus 72 if washed centrally.
	Jug, graduated, 1 pint	1	
	Jug, 2 pint	1	
	Jug, 3 pint	1	
	Knife, bread	1	
	Mixer, hand operated	1	
	Opener, bottle	1	
	Plate, side/tea 6 in	36	
	Saucer	36	Plus 72 is washed centrally.
	Saucepan, 1 pint	1	
	Saucepan, double, aluminium, 8-10 pints	1	
	Spoon, tea, S/S. or disposable plastic	36	Plus 72 if washed centrally.
	Squeezer, lemon	1	
	Teapot, individual S/S.	3	
	Teapot, 6 pints, S/S with strainer	1	
	Teapot, 2 pints, S/S.	1	
	Tin, biscuits	1	
	Tray, patient's 18 in x 13½ in	3	
	Cost Guide (excluding Group 1)	£142	
Additional List			
Group 4:	Opener, tin	1	
	Scales, diabetic	1	
	Cost Guide (additional list)	£3	

5.10.4 *Finishing Kitchen for* 120 *beds.*

		Quantity	*Notes*
Basic List			
Group 1:	Basin, lavatory	1	
	Board, notice	1	
	Boiling table (2 oven range)	1	
	Bottle, vinegar	12	
	Cupboard units (one lockable)	4	
	Deep fat fryer	1	
	Dishwasher	1	
	Dispenser, soap	1	
	Grill	1	
	Hot closet, fitted bain marie	1	
	Instantaneous water boiler with drip tray	1	
	Sink unit, stainless steel, double with 2 drainers	1	
	Socket outlets (including indicating lights)	As required	
	Worktop/table 6 ft – 9 ft.	1	With impervious surface.
Group 2:	Dispenser, paper towel	1	
	Dispenser, paper tea towel	2	
	Holder, sack, wall mounted	2	
Group 3:	Bin, pedal, operated with disposable liner	1	(For scrap food), or sack holder.
	Rack, tray, mobile	4	Each to take 30 trays, 18 in x 13½ in.
	Refrigerator, 10-15 cu ft	1	
	Trolley, general purpose	4	
	Toaster (6 slice)	1	

		Quantity	*Notes*
Basic List			
Group 4:	Basin, 1 pint	4	
	Basin, 2 pint	4	
	Basin or pourers, sugar	8	
	Board, bread, rectangular	1	
	Board, chopping	1	
	Bowl, plastic	2	
	Brush, nail	1	
	Brush, bottle and spout	1	
	Colander S/S.	1	
	Condiment set (salt and pepper)	120	
	Container, coffee	1	
	Container, tea	1	
	Container, sugar	1	
	Corkscrew	1	
	Cover, plate, aluminium, 8½ in	24	
	Cover, plate, aluminium, 6½ in	24	
	Cup, egg	120	
	Cup, feeding	24	
	Cup, tea	144	
	Dish, soup, sweet/cereal	132	
	Dustpan and brush	1	
	Fork, dessert, S/S.	132	
	Fork, dinner	132	
	Glass, fruit juice, 3 ozs.	72	
	Grater	1	
	Jug, 4 ozs.	8	
	Jug, graduated, 1 pint	2	
	Jug, 1 pint	2	
	Jug, 2 pint	4	
	Jug, 3 pint	4	
	Knife, bread	1	
	Knife, cooks, various	6	
	Knife, dinner	132	
	Knife, dessert	132	
	Knife, palette	1	
	Knife, vegetable	1	
	Ladle, ⅛ pint, S/S.	2	
	Ladle, ¼ pint, S/S.	2	
	Ladle, ⅓ pint, S/S.	2	
	Mixer, hand operated	1	
	Opener, bottle	1	
	Opener, tin	1	
	Pan, frying	1	
	Pan, omelette	1	
	Plate, savoury/sweet 7 in	132	
	Plate, dinner, 9 in.	132	
	Plate, side, tea, 6 in	132	
	Poacher, egg 12 egg size	1	
	Saucer	144	
	Saucepan, aluminium, 1 pint	1	
	Saucepan, aluminium, double, 8-10 pints	2	
	Saucepan, with wire basket (eggs)	2	
	Scoop, chip	1	
	Scoop, icecream or potato server, size 20	1	
	Scoop, icecream or potato server, size 24	1	
	Slice, fish 11 in - 12 in overall	3	
	Slice, pie	2	
	Spoon, dessert/soup	264	
	Spoon, egg, S/S.	132	
	Spoon, tea, S/S or disposable plastic	144	
	Spoon, serving, 8 in - 10 in handle, S/S	6	
	Spoon, serving, perforated	2	
	Strainer, conical, 7 in.	1	
	Strainer, tea	4	
	Squeezer, lemon	1	
	Teapot, individual, S/S.	8	
	Teapot, 8 pint, S/S.	4	
	Tin, biscuit	1	
	Tongs, food service	4	
	Tray, patients, 18 in x 13½ in	132	
	Cost Guide (excluding Group 1)	£567	
Additional List			
Group 4:	Box, cutlery	2	If not included in cupboard unit.
	Liquidiser	1	
	Scales, diabetic	1	
	Cost Guide (additional list)	£24	

Basic Accommodation

5.10 Catering (*continued*)

5.10.5 *Beverage Point.*

The following are the main requirements for a beverage point which is provided in conjunction with (5.10.2) ward pantry and (5.10.4) finishing kitchen.

		Quantity	*Notes*
Basic List			
Group 1:	Boiling ring, single	1	
	Cupboard, storage	1	
	Sink unit, single, stainless steel, with drainer	1	
	Socket outlet, twin (including indicating lights)	As required	
Group 2:	Dispenser, paper tea towel	1	
Group 3:	Bin, pedal operated	1	
	Kettle, electric, 2 pint	1	
Group 4:	Basin, sugar, small	3	
	Bowl, sugar 12 oz.	1	
	Container, sugar	1	
	Container, tea	1	
	Cup, tea	12	
	Cup, feeding	6	
	Jug, ¼ pint	3	
	Jug, graduated, 1 pint	1	
	Jug, 1 pint	1	
	Saucepan, aluminium, 1 pint	1	
	Saucer	12	
	Strainer, tea	1	
	Spoon, tea, S/S. or disposable plastic	12	
	Squeezer, lemon	1	
	Teapot, 2 pint, S/S.	1	
	Teapot. individual S/S., with strainer	3	
	Tin, biscuit	1	
	Tray, serving	3	
	Cost Guide (excluding Group 1)	£25	

Basic Accommodation

5.11 Sister's Office.

		Quantity	*Notes*
Basic List			
Group 1:	Hook, clothes	3	
	Mirror	1	
	Socket, outlet twin, 13 amp	1	
	Telephone, internal/external	1	With suitable bell and light for day and night use
Group 3:	Chair, semi-easy	1	
	Chair, upright, stacking	1	
	Chair, upright with arms	1	
	Desk	1	
Group 4:	Bin, waste paper	1	
	Sundry office requisites	As required	
	Cost Guide (excluding Group 1)	£43	
Additional List			
Group 1:	Board, notice	1	
Group 3:	Bookcase	1	
	Cabinet, card index and stand	1	2/4 drawers.
	Table, side or occasional	1	
	Cost Guide (additional list excluding Group 1)	£38	

Basic Accommodation

5.12 Doctor's Office.

		Quantity	Notes
Basic List			
Group 1:	Hook, clothes	3	
	Socket outlet, twin, 13 amp	1	
	Telephone internal/external	1	
Group 3:	Chair, upright, stacking	1	
	Chair, upright with arms	2	
	Desk	1	
Group 4:	Bin, waste paper	1	
	Sundry office requisites	As required	
	Cost Guide (excluding Group 1)	£35	
Additional List			
Group 3:	Bookcase	1	
	Table, side	1	
	Cost Guide (additional list)	£25	

Basic Accommodation

5.13 Staff Cloaks.

The planning of the building may permit the sharing of the staff cloakroom by more than one nursing unit. The equipment is listed, therefore, on a unit basis.

		Quantity	Notes
Cloakroom.			
Basic List			
Group 1:	Hook, clothes	As required	For nurses cloaks.
	Mirror, long	1	For each cloakroom.
	Shelf	1	For each cloakroom.
Group 3:	Chair, upright, stacking	1	For each cloakroom.
	Locker, small	1	For each member of the staff, for personal belongings.
	Rack, umbrella	1	For each cloakroom.
Group 4:	Bin, waste paper	1	For each cloakroom.
	Cost Guide (excluding Group 1)	£8	plus £2 10s. for each small locker.
Additional List			
Group 3:	Locker, clothes	1	For each member of the staff where no central changing facilities available.
	Cost Guide (additional list)	£6	

5.13 Staff Cloaks (*continued*)

		Female	Male	
WC Cubicle				
Basic List				
Group 1:	Basin, hand rinse	1	1	
	Dispenser, soap	1	1	
	Hook, clothes	1	1	
	Mirror	1	1	
	Shelf, small	1	1	
	Toilet paper fitting	1	1	
	WC suite	1	1	
Group 2:	Dispenser, paper towel	1	1	
	Holder, sack, wall mounted	1	1	Or disposal bin.
Group 3:	Bin, sanitary	1	–	
Group 4:	Brush, lavatory and holder	1	1	
	Cost Guide (excluding Group 1)	£6	£4	

Basic Accommodation

5.13 Staff Cloaks (*continued*)

		Quantity	*Notes*
Lobby adjoining WC Cubicles			
Basic List			
Group 1:	Basin, lavatory	1	
	Dispenser, soap	1	
	Mirror...	1	
	Shelf	1	
Group 2:	Dispenser, paper towel	1	
	Holder, sack, wall mounted	1	Or disposal bin.
	Cost Guide (excluding Group 1)	£3	

Basic Accommodation

5.14 Patients' Relatives' Room.

		Quantity	*Notes*
Basic List			
Group 1:	Basin, lavatory	1	
	Dispenser, soap	1	
	GPO telephone socket outlet	1	
	Hook, clothes	3	
	Mirror	1	
	Shelf	1	
	Socket, outlet, single 13 amp	2	
Group 2:	Dispenser, paper towel	1	
Group 3:	Chair, semi-easy	1	
	Divan	1	
	Footrest	1	
	Table, occasional	1	
Group 4:	Bin, waste paper	1	
	Cost Guide (excluding Group 1)	£35	

Basic Accommodation

5.15 Visitors' Waiting Area.

Patients' relatives and other visitors awaiting access to the patient will wait in this area which may be sited to serve one or more wards. The equipment listed is related to an area serving a 30-bed ward and quantities will require adjustment for larger areas.

		Quantity	*Notes*
Basic List			
Group 3:	Chair, semi-easy	5	
	Chair, upright	5	
	Rack, umbrella	1	
	Table, occasional	2	With magazine shelf.
Group 4:	Bin, waste paper	1	
	Cost Guide	£99	

Basic Accommodation

5.16 Wheelchair Park.

		Quantity	*Notes*
Basic List			
Group 3:	Sani-chair	3	
	Wheelchair	3	
	Cost Guide	£123	

5.17 Departmental Items.

Generally, items are shown throughout the lists in the rooms where they will normally be found in the department. In addition, the items set out below relate to the Ward Unit as a whole, listed under Linen, General items and Central Sterile Supply Department items.

The items under 5.17.1 will probably be supplied from the Central Linen Service and the quantities shown (and cost) are intended to give guidance on the requirements of an individual Ward Unit of 30 beds, but the total quantities held in the Central Linen Department will depend on various factors.

The items under 5.17.2 are also for general guidance.

The items listed under 5.17.3 will be obtained from the Central Sterile Supply Department. Therefore an assessment of the basic requirements (and cost) for a 30-bed Ward Unit has not been made, but quantities will be shown in the Equipment Note for a CSSD in due course. The list is intended to give an indication of the type and variety of items which it has been assumed will be obtained from the CSSD. The cost of these will also be included under the CSSD.

5.17.1 *Bedding and Linen.*

		Quantity	*Notes*
Basic List			Disposable items may be preferred in some cases.
Group 4:	Bag, soiled linen	30	
	Blankets	120	
	Blanket, bath	24	
	Blanket, coloured	12	
	Cap, operation	30	
	Case, pillow	180	
	Cloth, medicine	15	
	Cloth, vomit	30	
	Counterpane	45	
	Cover, air ring	18	
	Cover, electric blanket	6	
	Cover, hot water bottle	12	
	Gown, barrier nurses	48	
	Gown, dressing, washable	18	
	Gown, open bed	15	
	Gown, operation	36	
	Jacket, bed	24	
	Nightdress, patients	20	
	Pyjamas (pairs)	20	
	Sheet	180	
	Sheet, draw	180	
	Sheet, mortuary	5	
	Towel, bath size	100	
	Cost Guide	£920	

5.17.2 *General Items.*

		Quantity	*Notes*
Basic List			
Group 1:	Directional signs, door labelling, numbering	As required	
Group 2:	Fire fighting equipment (e.g. hose reels, extinguishers, buckets, etc.)	As required	See British Codes of Practice and Department of Health and Social Security Hospital Technical Memorandum No. 16 on Hospital Fire Precautions.
Group 3:	Carpets or rugs	As required	
	Curtains, window	As required	
	Illuminator, X-ray twin portable	1	
	Machine, personal weighing	1	Incorporating height measure.
	Oxygen, flowmeter and gauge	As required	
	Stand, infusion, mobile	1	
	Suction unit, portable, electric	1	
	Suction unit, ward type	As required	For use with piped suction.
	Trolley, patients	1	
Group 4:	Air ring or foam rubber ring	6	
	Apron, plastic	3	
	Blanket, electric	2	
	Bottle, hot water	6	
	Bowl, fruit	36	For patients' lockers
	Bowl, plastic, washing	15	
	Brush, nail	15	
	Comb, dressing	3	
	Comb, fine tooth	2	
	Container, denture	30	
	Cover, pillow, plastic	30	
	Cradle, bed	6	

		Quantity	*Notes*
Basic List			
Group 4: (contd.)	Diagnostic set	1	
	Dish, soap, patient's	30	
	Dryer, hair, portable	1	
	Elevator, bed	3	
	Footstool	10	For use in Day Space and Ward Bays.
	Fork, tuning, set	1	
	Glass, medicine	20	
	Glass, specimen	20	
	Hammer, patella	1	
	Inhalers, Nelson's	1	
	Jug, water	36	
	Lamp, inspection, portable	1	
	Mask, oro, nasal	1	
	Mattress, ripple	1	
	Measure, minim	2	
	Measure, tape	1	
	Mirror, head	1	
	Pillow	30	(Additional to allocation of 3 per bed in ward.)
	Pole, lifting and handle	10	
	Razor, electric	1	
	Sandbag	6	
	Sides, bed, attachable (pairs)	4	
	Sphygmomanometer	2	
	Stand, infusion	3	
	Stethoscope	2	
	Stick, walking	3	
	Thermometer, lotion	2	
	Thermometer, rectal	2	
	Thermometer, room	4	
	Thermometer, clinical and holder	8	
	Tumbler	36	
	Cost Guide (excluding Group 1)	£1,516	
Additional List			
Group 3:	Trolley, telephone	1	
	Cost Guide (additional list)	£21	

5.17.3 *Central Sterile Supply Department Items*

The list is intended to give an indication of the type of items which it has been assumed will be obtained from the Central Sterile Supply Department. The cost of these will be included under that Department.

		Quantity	*Notes*
Basic List			
Group 4:	Airways	1	
	Apparatus, continuous drainage	1	
	Blades, scalpel	10	
	Bowls, lotion, with lids	2	
	Cannulae	2	
	Catheters, various	2	
	Dishes, kidney	2	
	Equipment for lung expansion	1	
	Forceps, artery	2	
	Forceps, clip remover	1	
	Forceps, dissecting plain	1	
	Forceps, dissecting, toothed	1	
	Forceps, dressing	2	
	Forceps, sinus	2	
	Forceps, sponge holding	2	
	Forceps, tongue	1	
	Funnel, various	2	
	Gags, mouth, S/S, adult size	1	
	Gallipots	2	
	Handle, scalpel	2	
	Introducers, catheter silver	1	
	Jugs	2	
	Masks, nose	2	
	Masks, oxygen inhalation	2	
	Measures, graduated	2	
	Probes, silver	1	
	Proctoscope	1	
	Razor, safety	1	
	Shields, breast	1	
	Scissors, dressing	1	
	Scissors, stitch	1	
	Sets, cardiac arrest	1	
	Sets, cutting down	1	
	Sets, spinal manometer	1	

Basic Accommodation

5.17 Departmental Items (*continued*)

5.17.3 *Central Sterile Supply Department Items* (continued).

		Notes
Basic List		
Group 1: (contd.)	Sets, tracheostomy	
	Spectacles, oxygen, Tudor Edwards	
	Specula, virginal	
	Syringes, bladder	
	Syringes, urethrall, Canny Ryall's	
	Syringes, hypodermic various sizes	
	Syringes, insulin	
	Syringes, tuberculin	
	Towels, dressing	
	Trays, instrument	
	Tubes, various	
	Tubes, test	
	Tubing, connective, various bores	
	Undines	

Additional Accommodation

6.1 Cleaning.

Ward Furniture Cleaning Room.

		Quantity	Notes
Dirty Side.			
Basic List			
Group 1:	Hooks, clothes	As required	
	Storage shelves, ...	As required	
	Storage, cupboard	1	
	Sink with proportioner for detergent/ disinfectant	1	
	Drainer	1	
	Dispenser, soap	1	
	Socket outlet, single, 13 amp	1	
Group 2:	Dispenser, paper towel	1	
	Holder, sack, wall mounted	1	
Group 3:	Trolley, cleaner's	1	
Group 4:	Bowl, plastic	1	
	Cleaning utensils	As required	
	Cleaner, vacuum and accessories	1	
	Cost Guide (excluding Group 1)	£91	
Clean Side.			
Basic List			
Group 1:	Hooks, clothes	As required	
	Shelves, storage	As required	
	Cost Guide (excluding Group 1)	£–	

6.2 Seminar and Demonstration Room.

		Quantity	Notes
Basic List			
Group 1:	Basin, lavatory with elbow action taps and adjacent shelf at working level ...	1	
	Board, pin-up	1	
	Chalkboard, with chalk shelf	1	
	Chalkboard lighting	1	
	Cupboard, storage, over work top ...	1	
	Dispenser, soap	1	
	Hooks, wall for chart display	2	
	Socket, outlet, twin 13 amp	2	
	Worktop	1	
Group 2:	Dispenser, paper towel	1	
	Holder, sack, wall mounted	1	Or disposal bin.

6.2 Seminar and Demonstration Room (*continued*)

		Quantity	*Notes*
Basic List			
Group 3:	Chair, stacking with bookrest	10	
	Couch, examination	1	With paper cover dispenser.
	Table, side	1	
Group 4:	Bin, waste paper	1	
	Cost Guide (excluding Group 1)	£80	
Additional List			
Group 3:	Bookcase	1	
	Cost Guide (additional list) ...	£20	

6.3 Nursing, Lay or Domestic Administrator's Office.

The equipment listed below is intended to indicate general requirements but some variation may be necessary, dependent on the post held by the occupant of the office.

		Quantity	*Notes*
Basic List			
Group 1:	Hook, clothes	3	
	Socket outlet, twin 13 amp	1	
Group 2:	Board, staff location	1	
Group 3:	Chair, upright with arms	2	
	Chair, upright stacking	1	
	Desk	1	
Group 4:	Bin, waste paper	1	
	Sundry office requisites	As required	
	Cost Guide (excluding Group 1)	£44	
Additional List			
Group 1:	Board, notice	1	
	Cupboard, lockable	1	Or bookcase under Group III.
Group 3:	Cabinet, filing	1	
	Cabinet, card index and stand	1	
	Table, side	1	
	Cost Guide (additional list excluding Group 1)	£30	

7.1 Departmental Cost Summary

To be read in conjunction with the explanatory notes in section 4 of this Equipment Note and Section 1V of Hospital Equipment Note No. 1.

The room cost guide figures for basic equipment (Groups 2, 3 and 4) applied to standard schedules of basic accommodation for departments of various sizes, suggest departmental equipment cost totals of the following order.

Number of Beds served							
30	60	120	180	240	300	360	420
£8,591	£17,217	£34,435	£51,652	£68,870	£86,087	£103,305	£120,522

Number of Beds served				
480	540	600	660	720
£137,740	£154,957	£172,175	£189,392	£206,610

In these totals no account is taken of the following:—

1. Items supplied from the Central Sterile Supply Department;
2. Equipment required for basic accommodation additional to the basic list, some guidance on which is given under the appropriate rooms;
3. Equipment required in "additional accommodation", cost guides for which are shown on the appropriate pages as for basic accommodation.

7.2 British Standards

Guidance is given below on the British Standards considered appropriate for certain items listed in this Equipment Note. However, it is not the intention to imply that an item in a material other than that to which the British Standard relates is necessarily inappropriate.

Group	*Item*	*B.S.*
1	Cupboard, DDA with warning light	2881
	Bedpan washer	2745
	Hotplate, electric	3456 A12
	Heater, electric, radiant	3456 A2
2	Bucket	3094 Pt 2
	Bucket, fire fighting	1689
	Dispenser, paper towel	1439
	Height measure, wall mounted	1887
3	Cabinet, filing	4438
	Couch, examination	2838
	Kettle, electric	3456 A3
	Ladder, step	1893/3844
	Locker, bedside	1765
	Refrigerators	922/1691
	Stool, adjustable, surgeon's	3622
	Table, overbed	2483
	Toaster	3456 A5
	Trolley, dressing	4068
	Wheelchair	3124
4	Air ring	1865
	Airway	2927
	Bedpans	2492/2588
	Blade, scalpel	2982
	Blankets	1681
	Blanket, electric	3456 A4
	Bottle, hot water	1970
	Bottle, urine	3215
	Bowl, lotion, with lids	1823
	Bowl, plastic, washing	3094 Pt 1
	Cannulae	3348
	Catheters	1695 & PD 1814 or 3163
	Cleaner, vacuum	3456 B2
	Cleaner, vacuum and accessories	3028
	Cover plate, aluminium	3559
	Curtaining for cubicles (wheeled screens)	1895
4	Dishes, kidney	1823
	Dryer, hair, portable	3456 B4
	Forceps, artery	2805, 3147 and 3355
	Forceps, dissecting, plain	2821
	Forceps, dissecting, toothed	3741
	Forceps, dressing	3742
	Forceps, sinus	3354
	Forceps, sponge holding	3039
	Forceps, tongue	3703
	Fork, dessert	4038
	Fork, dinner	4038
	Gallipots	1823
	Glass, medicine	3221
	Knife, bread	4038
	Knife, dessert	4038
	Knife, dinner	4038
	Machine, personal weighing, chair type	1887 Pt 2
	Razor, electric	3456 B3
	Saucepan, aluminium	1859/4083
	Scissors, dressing	3646
	Scissors, stitch	3646
	Sheets	1781
	Sheet, draw	1781
	Sphygmomanometer	2743/4
	Syringes, hypodermic	1263
	Syringes, insulin	1619
	Spoons, various	4038
	Thermometer, bath	2720
	Thermometer, clinical	691
	Thermometer, lotion	1704
	Thermometer, rectal	691
	Torch, electric	3720
	Tray, patients	2581
	Tubing, rubber	1882

Department of Health and Social Security
Welsh Office
Scottish Home and Health Department

Prices in brackets include postage
Binders for both series of Notes are available price 30p (37½p)
Department of Health and Social Security, Welsh Office and Scottish Home and Health Department, Hospital guidance publications include: Hospital Building Notes, Design Notes, Equipment Notes, Building Bulletins and Technical Memoranda

Government publications can be purchased from the Government Bookshops in London (post orders to PO Box 569, SE1), Edinburgh, Cardiff, Belfast, Manchester Birmingham and Bristol, or through booksellers

Hospital Equipment Notes

1	Equipping a hospital building	6p (8½p)
6	Diagnostic X-ray department	17½p (22p)
8	Physiotherapy department	17½p (20p)
9	Occupational therapy department	20p (24½p)
10	Kitchens	17½p (20p)
11	Dining rooms	10p (12½p)
12	Out-patient department	25p (29½p)
14	Training school for nurses	15p (17½p)
15	Pathology department	25p (29½p)
16	Boiler house and steam boiler plant	7½p (10p)
18	Administrative department	32½p (37p)
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21	Maternity department	72½p (79p)
22	Accident and emergency department	30p (34½p)
23	Children's ward	17½p (22p)
24	Residential accommodation for staff	29p (33½p)
25	Laundry	In prep
28	Dental department of the out-patient department	30p (32½p)
31	Psychiatric ward (type 1)	16p (18½p)
32	Psychiatric ward (type 2) and pre-discharge (hostel type) ward	30p (34½p)

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